

United States District Court  
District of Rhode Island

**Instructions for Becoming a Federal Process Server**

(See Local Rule Cv. 5.1(b))

Federal Process Servers are appointed annually for the period from July 1 through June 30. To be appointed as a Federal Process Server, the following documents must be submitted for review by the Court.

1. Process Server Application.
2. Certificate of good standing from the appointing authority of every city, town, or county, other than the state of Rhode Island, where you are a licensed constable or process server.
3. If the Application is approved, a Public Official Bond in the amount of \$5,000 for the period of July 1 through June 30 must be posted with the Court.

**Forms must be received by the Court no later than May 31<sup>st</sup>.**

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Submit the application documents to:

Clerk  
U.S. District Court  
One Exchange Terrace  
Providence, RI 02903

Applicants will receive notification from the Court whether the application was approved or denied. Approved applicants are required to attend a ceremony and be sworn in by the Court as special process servers. The date of the ceremony will be determined by the Court.